

CITY OF MILWAUKIE

CLASSIFICATION: ASSOCIATE ENGINEER

Department: Engineering

FLSA Status: Nonexempt

Pay Grade: 63

Union Representation: AFSCME

CLASSIFICATION SUMMARY:

This position performs a variety of technical and professional work in engineering. Work involves project design, drafting, project management, and inspection, managing a process to define scope of work and retain outside engineering consulting services and administer consultant contracts as needed. The incumbent is responsible for coordinating with and presenting project details to the public and private agencies and citizen groups. May manage specialized programs. This position reports to the Engineering Director. This position is distinct from the higher-level Civil Engineer classification in that it does not require a Professional Engineers License and manages fewer complex projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

1. Designs and prepares plans, cost estimates and specifications, or manages consultants to do same, for street, traffic, storm, water, and sanitary sewer projects; coordinates with and presents the project details to public and private agencies and citizens groups; and maintains notes and details for as-built construction drawings.
2. Manages public improvement projects, coordinates projects with Operations staff, and organizes necessary meetings between contractors and involved parties. Also, manages special studies, such as sewer feasibility, water rate studies, and sewer rate studies.
3. Manages specialized programs such as the City's Neighborhood Traffic Management Program. Involves project investigation and prioritization; project recommendation and design in accordance with applicable regulations and standards; and coordination with City departments and citizens groups.
4. Researches and prepares legal descriptions for utility and construction easements for Public Works projects.
5. Reviews and processes private development proposals and plans for compliance with City codes and standards and provides written reports and recommendations as required. Tracks applications for department completion in a timely manner, Calculates Systems Development Charges (SDC), drafts developer agreements and issues building permits.
6. Inspects public improvement projects to ensure compliance with plans and specifications; works with contractors as a project partner to resolve problems and maintains inspection and pay notes as required.
7. Answers public inquiries on existing and proposed public facilities, tax lot numbers, and construction restrictions and requirements. Answers public complaints on construction related requirements.
8. Performs calculations and operates a variety of computerized equipment to prepare and plot project designs. Uses standard office software and specialized engineering software daily.

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9. Performs topographical surveys and construction staking.
10. Serves as a member of various employee and citizen committees, as assigned.
11. Attends and participates in community and neighborhood meetings.
12. Maintains positive public relations with customers and is responsive to customer needs.
13. Develops safe work habits and contributes to the safety of self, co-workers and the general public.
14. Performs other duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Civil engineering principles, practices, and methods as applicable to a municipal setting.
- Applicable City policies, laws, and regulations affecting division activities.

Skills and Abilities to:

- Prepare work plans and work scopes needed to retain outside consulting services
- Manage consulting contracts and consulting teams.
- Arrive at cost estimates on complex projects.
- Design and management of projects related to traffic, street, and storm.
- Conduct project inspection, topographic surveying and use of advanced engineering software.
- Research and prepare legal descriptions.
- Manage projects and prioritize multiple assignments within tight timeframes.
- Conduct necessary engineering research and compile comprehensive reports.
- Perform field inspections
- Establish and maintain effective working relationships.
- Work as a team member.
- Perform the essential functions of the job.

Required Education, Training and Experience

(Any combination of education and experience that has provided the knowledge, skills and abilities to perform the essential duties of this position. Prior work experience and educational requirements listed are typical ways of obtaining the required qualifications. Other equivalent combinations of education, training and experience will be considered.)

- Bachelor's degree from an accredited college in Civil Engineering or a closely related field.
- Two (2) years utilizing technical skills in Engineering or closely related field.

Licensing/Special Requirements:

- Must possess an Engineer in Training or Fundamentals of Engineering Certificate or be able to obtain the certificate within six (6) months from date of hire.
- Must possess or be able to obtain by time of hire a valid Oregon or Washington State Driver's License.

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SUPPLEMENTAL INFORMATION:

Tools and Equipment Used:

- Computer and printer, fax machine and copy machines; Computer software including MS based word-processing, spreadsheet, and data base and computer-aided-design software; standard drafting tools; surveying instruments; telephone and mobile radio.

Supervision:

- This is not a supervisory classification.
- Works under the general direction of the City Engineer.

Working Conditions:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential job functions.)

- Most work is performed in a standard office environment.
- Moderate levels of physical effort, temperature extremes, dirty or otherwise disagreeable conditions are present while occasionally performing field survey work, field inspections or setting traffic counters.
- Some evening meetings required.

The job classification description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Classification History:

Adopted: 9/1997

Revised: 10/2003; 11/2004; 4/2006; 10/2021 (format)